

**EMPLOYMENT OPPORTUNITY**

Job Title	Chief Training Officer
Department	Fire Department
Posting Date	August 6, 2010
Closing Date for Resumes/Applications	September 3, 2010
Salary Range	Grade E \$62,525 - \$86,191.41 Annually
Exempt/Non-exempt	Exempt
Status	Full-time

The City of Saint Charles Fire Department is recruiting for full-time Chief Training Officer to plan, develop, implement, direct and deliver training to personnel in the Saint Charles Fire Department (SCFD). Position also provides support services to personnel for fire suppression, fire prevention and special operations under the direction of the Fire Chief.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in planning fire, special operations and emergency medical services.
- Coordinates EMS training with the Department EMS Manager.
- Maintains and distributes a department-wide training schedule on a regular basis.
- Develops implements and assesses Department personnel training programs and exercises. Reviews and selects training programs and materials. Coordinates training events and schedules with supervisory personnel. Approves employee requests for outside training, seminars, workshops and conferences.
- Delegates and assigns personnel to in-service training as needed.
- Prepares and maintains reports regarding training and support services for all department personnel.
- Evaluates personnel, policies and procedures used in fire operations and suppression and submits evaluations to the Fire Chief.
- Develops training and support service policies and procedures. Reviews policies and procedures and implements needed changes. Evaluates changes in effectiveness and reports to the Fire Chief
- Responds to alarms. Assumes site command in absence of superior personnel. Performs routine command tasks in absence of normally assigned personnel.
- Assists in enforcing fire prevention ordinances.

- Monitors training expenditures for compliance with budgetary restraints. Prepare budget for training activities.
- Maintains AV aids and references for training programs.
- Tracks and records instructors, hazardous materials and investigator certifications
- Coordinates mutual aid training.
- Maintains knowledge of Department support service requirements, personnel training and supervision principles and practices. Becomes familiar with fire science, fire fighting and emergency medical personnel training requirements and mandates. Assists in budget development and administration principles, Participates in the development of department policies and procedures.
- Participates in department related training organizations.
- Participates in department and other meetings as needed. Conducts training and support service personnel meetings.
- Responds to emergency calls after duty hours, weekends and holidays as needed.
- Participates in department hiring processes as appropriate.
- Evaluate new equipment and technology as it applies to the fire service.

Minimum Training and Experience Required to Perform Essential Job Functions

Certified (Missouri or IFSA): Firefighter I & II, Instructor I & II, Officer I and II ; ICS 100- 400, IS 700 & 800. **Preferred training & experience:** 10 years experience in a similar urban setting at the rank of Captain or higher; Competent Knowledge of Urban Search & Rescue & Hazardous Materials Technician level response; understanding of Emergency Management; experience with Microsoft Office products and Firehouse software; experience with Incident Management Teams or Incident Support Teams; bachelors degree or equivalent

Contact Information

Interested applicants should submit a resume or application to: City of Saint Charles Human Resources, 200 North Second Street, Saint Charles, MO 63301-2851. Fax: (636) 940-4606 or Email: Human.resources@stcharlescitymo.gov

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